

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-111/1.1/2
30 October 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Content Control Task Team I

Approved Terms of Reference

Attached statement reflects CODIB deliberation and action on the draft
CODIB-D-111/1.1/1 of 2 Oct 64, as described in CODIB-M-57, 23 October 64,
paras. 3-4.



Secretary

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GROUP I
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downgrading and
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CONTENT CONTROL TASK TEAM

TERMS OF REFERENCE

I. Objective

To develop a scheme for identifying the substantive content of intelligence items at or near the time of their publication and to determine the feasibility of its application throughout the Intelligence Community. This scheme should be designed primarily to facilitate the dissemination of intelligence items.

II. Parameters

The scheme should:

1. encompass all subject areas germane to U. S. Intelligence.
2. be applied to material of all sources and classifications.
3. be applicable to the bulk quantity of intelligence items.
4. be relatively shallow.
5. require little index training.
6. be adaptable to machine processing.
7. be practicable to maintain.
8. make provision for maintenance and control.

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III. Tasks

- A. Identify the major publishers of intelligence items and the primary distribution points through which these items flow. (Ref. Stage I Report of SCIPS, especially chart 39196, Tab B, "Community Processing Systems Configuration.")**
- B. Review existing subject codes with special emphasis on those used by analysts to express their intelligence interests.**
- C. Develop a tentative scheme to facilitate the dissemination of intelligence items.**
- D. Consider the usefulness of this scheme on subsequent storage and retrieval needs.**
- E. Solicit comments on tentative scheme from persons responsible for publication and distribution of intelligence items.**
- F. Recommend procedures for implementing and monitoring the suggested scheme or give valid reasons why such implementation is not feasible.**
- G. Estimate the amount and type of training required.**
- H. Estimate effectiveness, efficiency and economy.**
- I. Report to CODIB. First progress report due 3 months after adoption of Terms of Reference.**

IV. Membership

The Task Group shall be composed of one member each from CIA, DIA, NSA and Department of State. Additional representatives from the Services and subordinate units of the above-mentioned organizations will be welcome at all but the executive sessions and will be encouraged to participate in the general discussions. It is preferable that Task Team members be cleared for special intelligence. Other representatives should have at least a Secret clearance.

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